

**Central District Health Department**  
**Friday, March 20, 2015 ~ 8:30 a.m. to 12:30 p.m.**  
**707 N. Armstrong Place, Boise, ID**

**Board Members**

Steven F. Scanlin, JD, Chair  
Commissioner Al Hofer (Absent)  
Commissioner Vicki Wilkins

Betty Ann Nettleton, RN, V-Chair/Trustee  
Commissioner Elt Hasbrouck

Dr. Ted Epperly, MD  
Dr. Jane Young, DNP

**Staff**

Russell A. Duke, Director  
Holly Hutchinson

Donna Mahan, Recorder

Rob Howarth

Bonnie Spencer

**Call Board of Health Meeting to Order – Steve Scanlin**

Steve Scanlin, Board Chair, called Central District Health Department (CDHD) Board of Health meeting to order at 8:36 a.m.

**Board Minutes – February 13, 2015 – Steve Scanlin**

The February 13, 2015 Board of Health minutes stand approved as presented.

**Financial Report: FY 2015 – July thru February Budget to Actual – Bonnie Spencer**

The FY 2015 Budget to Actual for February 2015 report reflects that we are 67% through the FY 2015 budget year, including revised budget numbers. Total revenues are at 76% of budget. Fees are at 75%; contracts are at 73%; and county contributions are at 98%. Total expenditures are at 64%. Personnel cost is 67%. Operating and capital costs are both underspent. The FY 2015 Cash Balance Statement and Reserve Report at the end of January reflects a total cash balance of \$3,307,036; and the reserve fund designation was \$1,608,202 with a balance of undesignated funds at \$1,698,834. We have a balance of \$42,949 left in our Special Projects Reserve Fund for FY 2015.

**Fee Development – Bonnie Spencer**

Central District Health Department adheres to the rule IDAPA41.02.01 that governs health district fees along with the internal procedure we have developed for establishing fees and charges. With the Board responsible for approving the annual fee updates, Bonnie Spencer provided an overview of the process we use to determine our cost of delivering services and how the cost is used to determine the fee for services provided.

**Guidance for FY 2016 Budget – Russell Duke**

In preparation of developing the FY 2016 budget, Russ Duke asked for Board's guidance on the county contribution to be figured into the proposed budget. The county contribution is about 20% of our overall budget; it also influences our share of the state appropriation. Historically, except during the recession years, we have asked the counties for a 3% increase. After discussing different options, the Board agreed to ask for a 3% increase.

***Serving Valley, Elmore, Boise, and Ada Counties***

**Ada / Boise County Office**

707 N. Armstrong Pl.  
Boise, ID 83704  
Enviro. Health: 327-7499  
Reproductive Health: 327-7400  
Immunizations: 327-7450  
WIC: 327-7488  
FAX: 327-8500

**Elmore County Office**

520 E. 8th St. North  
Mountain Home, ID 83647  
Enviro. Health: 587-9225  
Family Health: 587-4407  
WIC: 587-4409  
FAX: 587-3521

**Valley County Office**

703 N. 1st St.  
McCall, ID 83638  
Ph. 634-7194  
FAX: 634-2174

**Motion:** Commissioner Vicki Wilkins made a motion to approve a 3% increase for the county contribution in preparing the FY 2016 budget. Commissioner Elt Hasbrouck seconded. With no further discussion and all in favor, motion carried.

**NALBOH Membership – Steve Scanlin**

Steve Scanlin recently participated on a NALBOH (National Association of Local Boards of Health) conference call and believes the organization is moving in the right direction after essentially dissolving. At this point, State Association of Local Boards of Health can join NALBOH for free; however, individual Boards of Health must pay a fee. Before the Board agrees to join, Steve will find out if members must assume responsibility for past debt.

**Break – Steve Scanlin**

Prior to the break, Ross Mason, Regional Director of the Idaho Department of Health and Welfare, joined the meeting and announced his retirement on March 31, 2015.

**IT Audit – Bonnie Spencer**

In follow-up to the Board meeting in February regarding an IT audit, we met with Dana Hamilton from Family Medicine Residency of Idaho (FMRI) to better understand what evaluation would provide the greatest benefit. Bonnie Spencer recommended that we have an external party perform an intrusion test, test our disaster recovery plan, and test our data backup system to ensure all is working as needed. An internal audit using the same tool as FMRI will also be completed. We will build into the FY 2016 budget the cost of the audit.

**Motion:** Commissioner Vicki Wilkins moved to build into the FY 2016 budget the cost of the audit; Betty Ann Nettleton seconded. Discussion on data stored off the network, such as, tapes took place. All in favor, motion carried.

The Board asked that a one-page report be presented to the Board on the outcome and solutions to any findings. The result of the audit will determine if an audit is required more frequently than annually.

Russ took a moment to thank FMRI for their partnership over the years, supporting CDHD at so many different levels.

**Immunization Resolution – Russell Duke**

After reviewing Public Health District 2's resolution regarding immunization exemptions, the Board provided feedback to present to Carol Moehrle in preparation for the IADBH Business meeting in June.

**Trustee Update – Betty Ann Nettleton**

This has been a very quiet legislative session this year for public health. No bill was printed nor will be for Medicaid Redesign this session. The Cottage Industry bill has been stopped.

**Traffic Light System – Holly Hutchinson**

CDHD Registered Dietitian Holly Hutchinson, presented information on a traffic light system for food labeling: green stands for go or choose often; yellow stands for slow or good choice; and red stands for whoa or on occasion. The color system simply provides a visual aid to consumers when making food choices. To start this program we would need to begin with one or two pilot sites to track the impact color coding makes then take it to the broader community. The pilot sites can be grocery stores, hospitals, and/or schools. The Board asked that a plan be developed and presented back to the Board in April.



## **Director's Report – Russell Duke**

### Strategic Plan Scorecard

Bonnie Spencer has researched other types of scorecards, providing a clearer visual presentation of accomplishments we could use for our strategic plan. We will be working with Rakesh Mohan from the Office of Performance Evaluations after the legislative session. We will present some ideas on how to present the data more effectively.

### SHIP (Statewide Healthcare Innovation Plan)

We continue working with Idaho Health and Welfare on the details of the contract. The contract will go into effect July 1, 2015, allowing funding to hire a manager for the new program.

### Behavioral Health – Region 4 Board

On April 9, the Region 4 Behavioral Health Board will be deciding if they want to move forward with a formal relationship with CDHD. If approved, CDHD Board will have the opportunity to review an MOU and contract scope of work being developed. If signed by both parties, we are looking at a July 1, 2015 start date.

### Budget Hearing in Glens Ferry

With the Budget Hearing being in Elmore County this year, Chairman Steve Scanlin proposed that we meet in Glens Ferry on May 15 at 10 a.m., which the Board supported.

### Process of Supporting Bills/Issues

When bills or issues arise which are appropriate for public health to weigh in on, the Board asked, when possible, Russ to send out an email requesting input within 48 hours. After 48 hours, Russ should move forward based on feedback or no response, still keeping the Board informed. When time is an issue, Russ along with the Board Chair will support bills or issues that are in alignment with current policies and decline support on bills/issues that we do not have policies on or go against current policies. For example, Bill 1121 needed a quick response and is in alignment with our policies on immunizations.

### Belmar Estates Division

The Board was asked but declined taking a stance on the proposed Belmar Estates Subdivision in Northwest Boise regarding if it is a livable healthy community design due to Board Members living near the proposed development. The Board asked that Rob Howarth research national guidelines being used to determine if the development meets livable healthy community criteria. Mr. Howarth provides guidelines/criteria for our staff to use when reviewing plots so they can make recommendations to the Planning and Zoning Committee.


### Idaho Association of District Boards of Health (IADBH) Registration

The Board was asked to fill out a registration form for the IADBH annual meeting.


## **Adjournment – Steve Scanlin**

No further business was brought before the Board; meeting adjourned at 12:23 p.m.

Respectfully submitted:



Steven F. Scanlin, Board Chair

4/17/15  
\_\_\_\_\_  
Date  
  
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Russell A. Duke, Secretary